




**DIVISION OF WORKFORCE DEVELOPMENT
ADMINISTRATIVE PROCEDURES**

Procedure Title: Postage Meters	Issued: 07/01/07	Approved by: 
Function Area: Administration	Revised:	Page: 1 of 2

PURPOSE: To describe the procedures in place within the Department of Economic Development (DED), Division of Workforce Development (DWD) for Career Center Staff and Supervisors to follow in utilizing Commercial Postage Meters.

RESPONSIBLE PARTY

ACTION

Central Office Financial Management Staff

Initial postage will be loaded into the postage meter by phone account by Central Office Financial Management Staff. Amount available by Career Center is determined based on prior years' postage usage/expenditures. The postage meter will be utilized by both DWD and Missouri Department of Labor, Employment Security staff.

Staff in DWD Career Centers

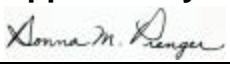
Staff in Career Centers will apply postage to outgoing mail on a daily basis. A postage log will be maintained by each Career Center. The log is available on the Intranet under Forms/Workforce Development/Administration/Daily Postage Log. Postage usage must be recorded by program name and project code. If a program/project code is not pre-listed on the log, the name and project must be manually recorded.

In preparing the Daily Postage Log, staff will record the dollar amount of postage used each day, by program. At the end of the month, Section II will be completed. Item a. is the prior months' ending balance. Item b. is the new amount of postage added during the month. Item c. is the balance at the end of the current month. Item a. + Item b. – Item c. will equal Item d., the amount of postage used during the month. Item d. MUST equal the total amount of postage recorded during the month under Section 1, Totals.

Supervisors in DWD Career Centers

Postage logs will be reviewed periodically throughout the month and approved by DWD Supervisors on a monthly basis. After supervisors approve the log, they will forward the monthly postage log to DWD Financial Management via fax at (573) 751-2370 or via email to DED.DWD Financial-Help Desk, if the local career center

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has a scanner available. Career Center Supervisors must submit postage logs monthly to Financial Management; the postage logs must be received in Financial Management by **noon of the 1st working day** of the following month.

Central Office Financial Management Staff

Career Center postage logs will be totaled and compared against the Postage by Mail Account to ensure all postage has been recorded accurately and that end-of-month usage balances total. Financial Management Staff will charge the postage to the appropriate programs, as recorded on the postage log. Invoices will be generated to the Missouri Department of Labor, Division of Employment Security for postage reimbursement.

Supervisors in Career Centers or Designated Staff

Supervisors will be required to add additional postage to their meters as their postage balance declines. To add additional postage, Supervisors will press the "Funds Transfer" button located on the postage meter and enter the amount of postage needed. The "Postage by Phone" account is debited by the amount requested. When Supervisors request additional postage, they will also need to record the amount of the postage added to their meter in Section II, Item b of the Daily Postage Log.

If Central Office Financial Management staff sees an error in the Career Center's monthly ending balance, they will notify the DWD Supervisor in the Career Center of the error in order for them to correct the beginning balance.